

SAP Business Intelligence Reporting

BI E-Recruiting InfoCubes

Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials

General Topics - BI E-Recruiting InfoCubes End Users/Power Users

BI E-Recruiting InfoCube

The BI E-Recruiting InfoCube section provides an overview of the BI E-Recruiting InfoCube, including basic steps for running the BI E-Recruiting reports and applying user-defined settings to the reports.

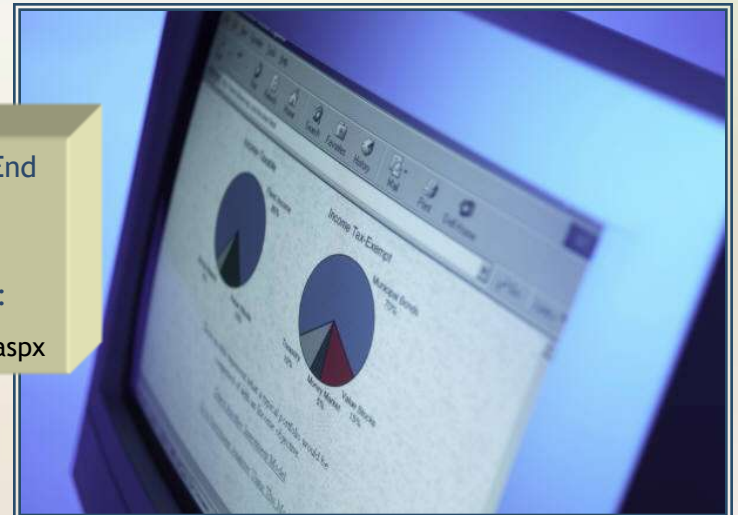
Topics covered in this section include:

- BI E-Recruiting InfoCube Overview
- BI E-Recruiting Reports Overview
- BI E-Recruiting Report Variables
- Defining BI E-Recruiting Report Variables
- User-Defined Settings for BI E-Recruiting Reports
- Using the Goto Command

The BI E-Recruiting InfoCube section is intended for BI E-Recruiting InfoCube End Users and Power Users.

It is recommended BI E-Recruiting End Users and Power Users read all BI Self-Paced Learning Materials prior to reading the BI E-Recruiting InfoCube section:

<http://www.dop.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx>

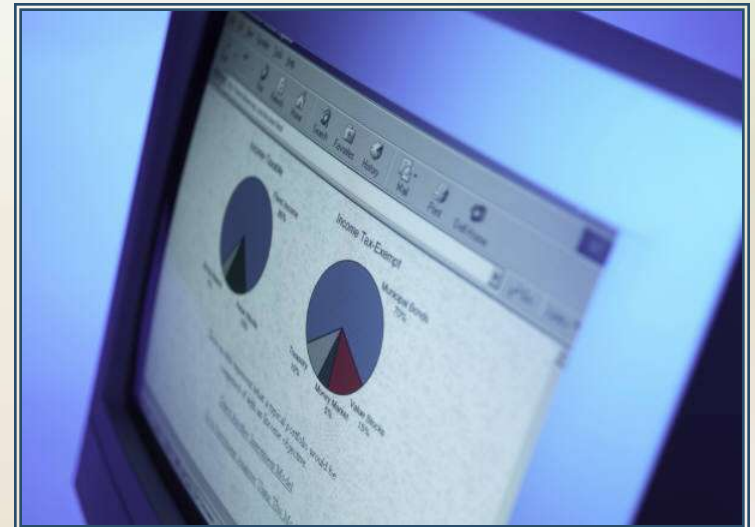


BI E-Recruiting InfoCube Overview

The BI E-Recruiting InfoCube Overview section provides an overview of the BI E-Recruiting InfoCube.

Topics covered in this section include:

- BI E-Recruiting InfoCube Overview

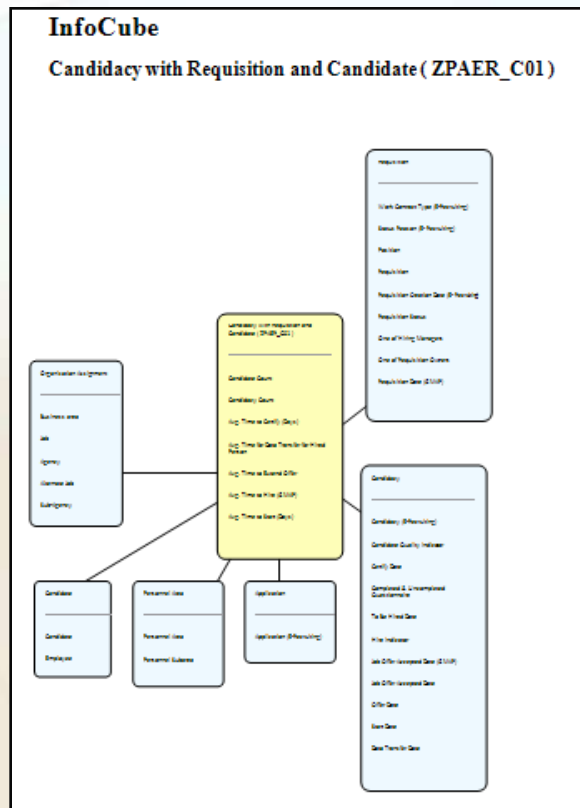


BI E-Recruiting InfoCube Overview

The BI E-Recruiting InfoCube is populated with data received from HRMS. The BI E-Recruiting InfoCubes include:

- E-recruiting Candidacy and Questionnaire Results information.
- Displays detailed hired candidacy information. Hired candidacies will have a “Data Transfer Date” or an “Offer Accepted-GMAP Date” (only most recent record is used).

The diagrams below display the reporting elements included in the E-Recruiting InfoCubeS (ZPAER_C01 and ZPAER_C02):

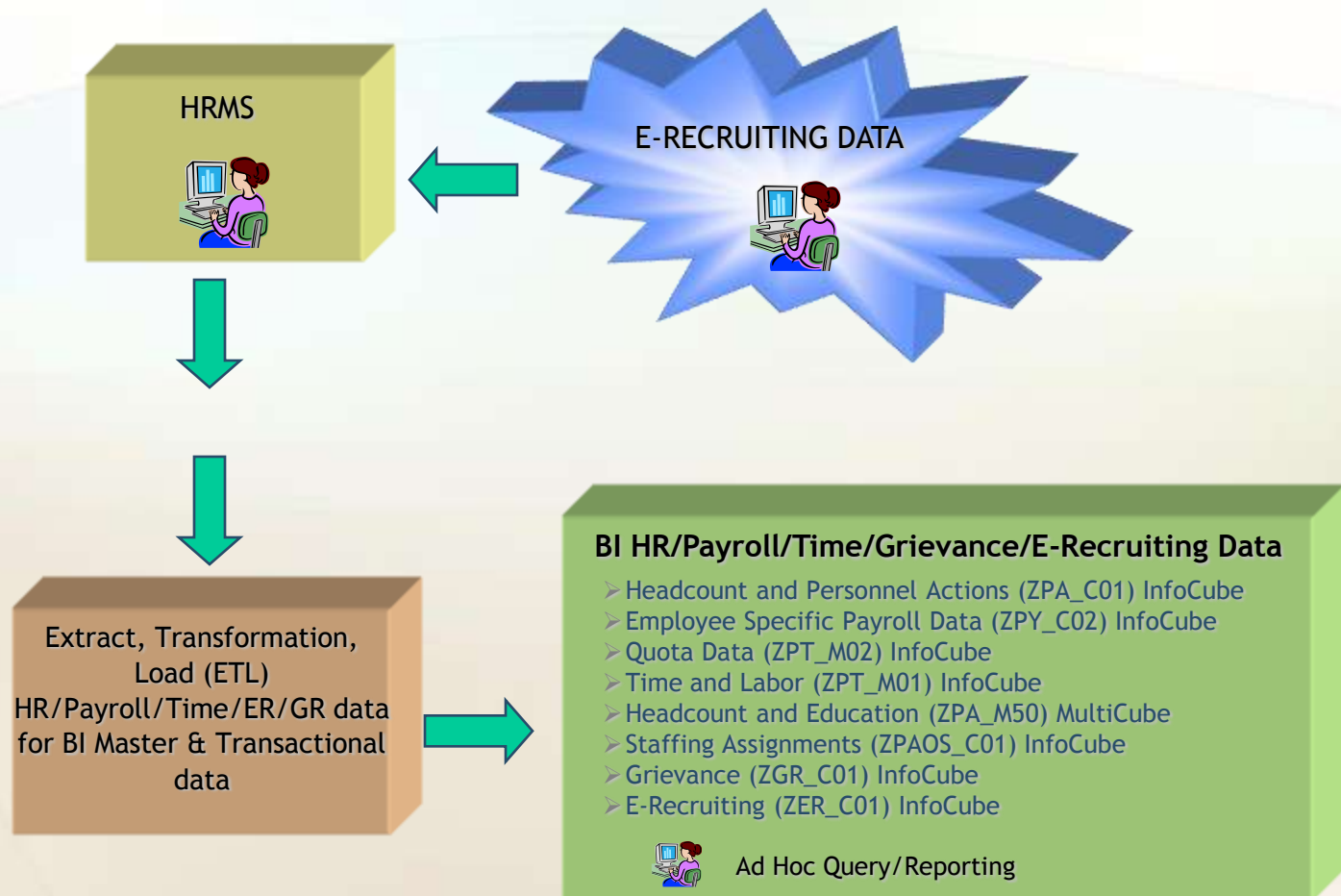


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BI E-Recruiting InfoCube Overview, Cont...

The following illustration shows the Extract, Transformation, and Load (ETL) process of data for BI :

- HR/Payroll/Time/Grievance/E-Recruiting Data: loaded directly from HRMS into the BI InfoProviders (InfoCubes and MultiCubes).

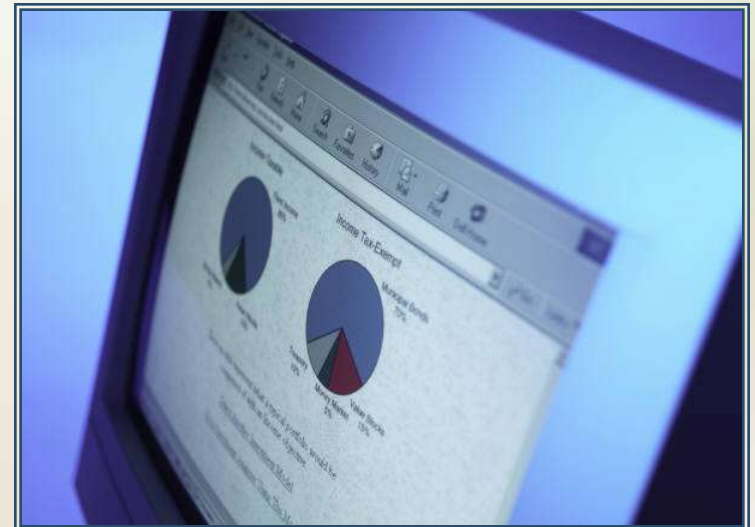


BI E-Recruiting Reports Overview

The BI E-Recruiting Reports Overview section provides an overview of the BI E-Recruiting Reports.

Topics covered in this section include:

- BI E-Recruiting Reports Overview
- Accessing BI E-Recruiting Reports from the HRMS Portal
- Selecting a BI E-Recruiting Report
- Running a BI E-Recruiting Report



BI E-Recruiting Reports Overview

BI E-Recruiting reports were designed to provide users with flexible reporting options.

Users will have the ability to set User-Defined settings from the report results. User-Defined Settings allow the user to add or remove Rows or Columns, set Filters, and Sort. These User-Defined Settings can then be saved as a Bookmark in the user's Favorites folder from their web browser. When the Bookmark is run from the Web Browser, the report results will be displayed with all user-defined settings.

The six BI E-Recruiting Reports included with the BI E-Recruiting InfoCube are:

	Report Name	Report Description	Category
1.	#40 Candidate Quality-Detail ZZPAER_M01_QER40D	Displays Candidate Quality Questionnaire information for these Candidacies	E-Recruiting
2.	#40 Candidate Quality-Sum1-Summary-Questions with Responses ZZPAER_M01_QER40S5	Displays questions, responses, percentages & averages.	E-Recruiting
3.	#40 Candidate Quality-Sum2-Uncompleted by Hiring Mgr ZZPAER_M01_QER40S3	Displays a list of uncompleted Questionnaires containing Hiring Manager for Survey name (in alpha order). (Report in work, currently not available)	E-Recruiting
4.	#40 Candidate Quality-Sum3-Uncompleted by REQ-All Hiring Mgr ZZPAER_M01_QER40S1	Displays a recap list of Hiring Managers with uncompleted Questionnaires.	E-Recruiting
5.	#08 Time to Hire - Detail ZZPAER_M01_QER08D	Displays detailed hired candidacy information. Hired candidacies will have a "Data Transfer Date" or an "Offer Accepted-GMAP Date" (only most recent record is used).	E-Recruiting
6.	#08 Time to Hire - Summary ZZPAER_M01_QER08S	Displays a summary of the data found in query ZZPAER_C01_QER08D #08 Time to Hire-Detail.	E-Recruiting

Accessing BI E-Recruiting Reports from the HRMS Portal

BI E-Recruiting reports are accessed from the HRMS Portal. Instructions for logging on to the HRMS Portal are included in the BI Self-Paced Learning Materials - Logging on to HRMS Portal section.

Welcome to Washington State's Human Resource Management Systems

HRMS PORTAL 7.0

This is a secure application and available only to Washington State employees.

User ID *	JaneD
Password *	••••••••

Log on

[Logon Problems?](#) [Get Support](#)



HR Copyright June 2005



For information on logging on to the HRMS Portal, reference the BI Self-Paced Learning Materials from the HRMS Support Website:

<http://www.dop.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx>

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Accessing BI E-Recruiting Reports from the HRMS Portal

The diagram below provides a sample of the screen displayed once the user has logged on to the HRMS Portal:

The diagram illustrates the HRMS Portal interface with the following components and annotations:

- Welcome Jane Doe**: Top header bar.
- Search** and **Advanced Search**: Search buttons.
- BI Reports**: Main navigation menu.
- Organization Management**, **Personnel Administration**, **Time Management**, **Payroll**, **Financials**, **HRM Performance Measurement**, **Grievance Reporting**, and **E-Recruiting**: Sub-navigation menu.
- Position / Personnel Master Listing**: Selected category.
- Detailed Navigation**: Sub-menu showing:
 - Position / Personnel Master Listing
 - Position Statistics Report - Month Ending
 - Position Roster
- Portal Favorites**: Section for favorite reports.
- Variable Entry**: Section for variable selection.

Variable	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
- E-Recruiting**: Selected category in the top navigation menu.
- BI Reports**: Main navigation menu.
- Organization Management**, **Personnel Administration**, **Time Management**, **Payroll**, **Financials**, **HRM Performance Measurement**, **Grievance Reporting**, and **E-Recruiting**: Sub-navigation menu.
- #40 Candidate Quality-Detail**: Selected category.
- Detailed Navigation**: Sub-menu showing:
 - Candidate Quality Questionnaire Results
 - #40 Candidate Quality-Detail
 - #40 Candidate Quality-Sum1-Summary-Questions with Responses
 - #40 Candidate Quality-Sum2-Uncompleted by Hiring Mgr
 - #40 Candidate Quality-Sum3-Uncompleted by REQ-All Hiring Mgr
 - Time To Hire
 - 405 Time to Hire - Detail
 - 405 Time to Hire - Summary
- Portal Favorites**: Section for favorite reports.
- Variable Entry**: Section for variable selection.

Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
HR Recd Req Start Hire (GMAP)		
Work Type (Permanent)	1	1 Permanent
Job		
Alternate Job		
Position		
Agency		
Sub Agency		
Business Area		
Personnel Area		
Personnel Sub Area		
Requisition		
Role		
Requisition Support Member		

Annotations:

- Click on "BI Reports" to view categories
- By default, the Organization Management category is selected and the Position-Personnel Master Listing is displayed
- Click on E-Recruiting category to view the list of BI E-Recruiting reports
- Once the E-Recruiting category is selected, the Detailed Navigation pane will display the list of BI E-Recruiting reports to choose from.

Selecting a BI E-Recruiting Report

The example below uses the E-Recruiting Details Report to show how to select a report from the HRMS Portal.

To select the Grievance Details Report:

1. Click the E-Recruiting category link.
2. Click the report name link from the Detailed Navigation pane.

Result: A variables selection box will appear to allow the user to enter variables (selection criteria) for the report:

Top Screenshot: E-Recruiting Category Selected

The top navigation bar shows the following categories: Organization Management | Personnel Administration | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting | **E-Recruiting**. The Detailed Navigation pane on the left shows the following structure:

- ▼ Candidate Quality Questionnaire Results
 - #40 Candidate Quality-Detail
 - #40 Candidate Quality-Sum1-Summary-Questions with Responses
 - #40 Candidate Quality-Sum2-Uncompleted by Hiring Mgr
 - #40 Candidate Quality-Sum3-Uncompleted by REQ-All Hiring Mgr
- ▼ Time To Hire
 - #08 Time to Hire - Detail
 - #08 Time to Hire - Summary

The Variable Entry dialog box on the right shows the following table:

Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
HR Recd Req Start Hire (GMAP)		
Work Type (Permanent)	1	1 Permanent
Job		
Alternate Job		

Bottom Screenshot: Variable Entry Dialog Box

The bottom screenshot shows the same interface, but with the Variable Entry dialog box open. The Detailed Navigation pane is still visible on the left, and the Variable Entry dialog box is on the right. The table in the dialog box is the same as in the top screenshot.

Click here to scroll left/right in the Detailed Navigation pane

Click here to show / hide the Detailed Navigation pane



Running a BI E-Recruiting Report

The example below uses the #40 Candidate Quality-Detail Report to show how to run a BI E-Recruiting report.

To run a BI E-Recruiting Report:

1. Enter variables.
i Variables with an asterisk are required fields.

Note: To ensure variables are valid, click the Check button prior to running the report.

2. Click the OK button to run the report.

Variable Entry

Available Variables: [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Requisition Created Date	11/19/2008	11/19/2008
Job Offer Accepted (GMAP)		
HR Recd Req Start Hire (GMAP)		
Work Type (Permanent)	1	1 Permanent
Job		
Alternate Job		
Position		
Agency		
Sub Agency		
Business Area		
Personnel Area		
Personnel Sub Area		
Requisition		
Role		
Requisition Support Member		

#40 Candidate Quality-Detail

Detailed Navigation

- Candidate Quality Questionnaire Res
 - #40 Candidate Quality-Detail
 - #40 Candidate Quality-Sum1-Summe
 - #40 Candidate Quality-Sum2-Uncom
 - #40 Candidate Quality-Sum3-Uncom
- Time To Hire
 - #08 Time to Hire - Detail
 - #08 Time to Hire - Summary

Portal Favorites

#40 Candidate Quality-Detail

Display As:

Columns		Requisition ⇅	
Rows		140	2250 Communications Officer 41590 NB00000140
Requisition			
REQ Created Date			
HR Recd Req Start Hire Process (GMAP)			
Job Class		288	300 36181 JRRC 100306 NB00000288
Alternate Job		564	300C 56340 RN3 WSH 564

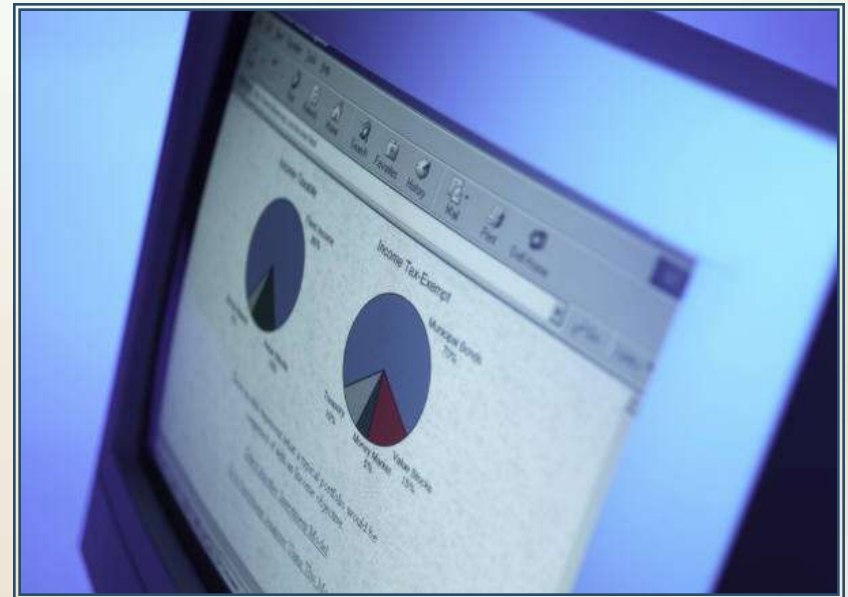
Result: Report results with selected variables.

BI E-Recruiting Report Variables


The BI E-Recruiting Report Variables section provides an overview of report Variables. Variables are report selection criteria that allow the user to narrow report results to specific values (for example, display results for a specific Agency only).

Topics covered in this section include:

- BI E-Recruiting Report Variables
- Selecting Multiple Variables
- Deleting Variables
- Personalizing Variables
- Deleting Personalized Variables



BI E-Recruiting Report Variables

Variables are report selection criteria that allow the user to narrow report results to specific values. The user may enter variables manually or click on the matchcode button  to select a variable from a list.

Variables identified with an asterisk are required fields.

#40 Candidate Quality-Detail

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
HR Recd Req Start Hire (GMAP)		
Work Type (Permanent)	1	1 Permanent
Job		
Alternate Job		
Position		
Agency		
Sub Agency		
Business Area		
Personnel Area		
Personnel Sub Area		
Requisition		
Role		
Requisition Support Member		

OK Check

Select values for Personnel Area (ZS_PERSONAREA_SELECT 9993)

Show tool: Show view:

Maximum: 1000 Refresh Search

Personnel Area Key	Personnel Area Text
0113	House of Representatives
0120	Senate
0550	Admin for the Courts
0820	Public Disclosure Comm
0950	State Auditor
1000	Attorney General
1020	Dept of Financial Inst
1050	Office of Financial Mgmt
1060	Wa Econ Dev Finance Auth
1070	Health Care Authority
1100	Office of Admin Hearings

Enter a value for Personnel Area:

Matchcode popup list

Use the “Search” feature to find a specific variable. Enter the variable value and click the “Search” button. Use an asterisk (*) for wildcard searches.

Select values for Personnel Area (ZV_PERSONAREA 0003)

Show view:

Search

Personnel Area: Search

Maximum: 1000

OR

Click the desired variable from the list

Selecting Multiple Variables

The example below uses the Time to Hire - Details Report to show how to insert multiple variables of the same type for a report.

To select multiple variables:

1. Click the matchcode  button
2. At the selection screen, select the multiple values, click the “Add” button, and then click OK.

Select values for Personnel Area (ZS_PERSAREA_SELOPT 0003)

Show tool: Show view:

All

Maximum

Personnel Area Key	Personnel Area Text
2150	Utilities/Trans Comm
2200	Board for Vol Firefighters
2250	Washington State Patrol
2400	Dept/Licensing
2450	Military Department
3000	DSHS Headquarters
3001	Echo Glen School
3002	Maple Lane School
3003	Green Hill School
3004	Naselle Youth Camp
3006	Special Commitment Center
3007	Eastern State Hospital

Enter a value for Personnel Area:

Selections

Type	Description
==	2250 Washington State Patrol
==	2400 Dept/Licensing
==	2450 Military Department
==	3000 DSHS Headquarters
==	3001 Echo Glen School

Click the “Add” button to add the multiple selections to the Selection pane and click the OK button to return to the variable screen.

Available Variables: [Show Variable Personalization](#)

Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
Business Area		
Personnel Area	2250; 2400; 2450; 3000; 3001	2250 Washington State Patrol; 2400 Dept/Licensing
Personnel Sub Area		
Requisition		
Role		
Requisition Support Member		

Result: Multiple variables have been added.

The example below uses the Time to Hire-Detail Report to shows two ways to delete a variable that was entered in error or to replace the current variable.

To delete a variable:

1. Highlight the text of the Variable and press “Delete” on the keyboard.

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
Business Area		
Personnel Area	00; 2400; 2450; 3000; 3001	2250 Washington State Patrol; 2400 Dept/Lice
Personnel Sub Area		

Highlight Variable values and press the Delete key on the keyboard

OR

Select values for Personnel Area (ZS_PERSAREA_SELOPT 0003)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Click the matchcode and in the “Select value” box, select the variables, click “Remove” and “OK”

Type	Description
2250	Washington State Patrol
2400	Dept/Licensing
2450	Military Department
3000	DSHS Headquarters
3001	Echo Glen School

Add Remove

1000 Attorney General

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Requisition Created Date		
Work Type (Permanent)	1	1 Permanent
Agency		
Sub Agency		
Position		
Business Area		
Personnel Area		
Personnel Sub Area		

Result: Variables have been deleted

Personalizing Variables

Users have the ability to personalize variables from the HRMS Portal. Personalizing variables allows the user to save the variable setting they have entered.



Personalizing a variable for one report will personalize the same variable for all other reports if that variable is used. For example, in the illustration below the user is personalizing the Time to Hire - Details Report “Personnel Area” variable for the report. Once the Personnel Area variable has been personalized, the same value will be used for Personnel Area for all other custom reports. Once a variable is personalized, it is no longer displayed on the variables screen. See Removing Personalized Variables for information on removing the personalization of a variable.

Variable Entry

Available Variables: [Show Variable Personalization](#)

General Variables

Variable	Current Selection	
Requisition Created Date		<input type="button" value=""/>
Work Type (Permanent)	1	<input type="button" value=""/>
Agency		<input type="button" value=""/>
Sub Agency		<input type="button" value=""/>
Position		<input type="button" value=""/>
Business Area		<input type="button" value=""/>
Personnel Area	1110	<input type="button" value=""/>
Personnel Sub Area		<input type="button" value=""/>
Requisition		<input type="button" value=""/>
Role		<input type="button" value=""/>
Requisition Support Member		<input type="button" value=""/>

Click here to access the
personalize variable options.

Continued...

Personalizing Variables, cont...

The example below uses the Time to Hire - Details Report to show how to Personalize the Personnel Area Variable.

To Personalize the Personnel Area Variable:

1. Enter the Personnel Area Variable(s).
2. Click the “Select” button for the variable.
3. Select the “Add selected variables to personalized variables list”.

General Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	Requisition Created Date		
<input type="checkbox"/>	Job Offer Accepted (GMAP)		
<input type="checkbox"/>	Business Area		
<input checked="" type="checkbox"/>	Personnel Area	1110	1110 Dept of Personnel
<input type="checkbox"/>	Personnel Sub Area		
<input type="checkbox"/>	Requisition		
<input type="checkbox"/>	Role		
<input type="checkbox"/>	Requisition Support Member		

Personalized Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>			

☐ Show Personalized Variables

Result: The Personnel Area personalization has been added to the “Personalized Variables” section.

Once the Personnel Area variable is personalized, it will no longer be displayed as a variable option from the Variables input screen.

Click “Show Variable Personalization” to view any variables that are personalized.

Available Variables: Save Save As... Delete

[Hide Variable Personalization](#)

General Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	Requisition Created Date	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Job Offer Accepted (GMAP)	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Business Area	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Personnel Sub Area	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Requisition	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Role	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Requisition Support Member	<input type="text"/>	<input type="checkbox"/>

Personalized Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	Personnel Area	1110	<input type="checkbox"/> 1110 Dept of Personnel

☐ Show Personalized Variables

Available Variables: Save Save As... Delete

[Show Variable Personalization](#)

General Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	Requisition Created Date	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Position	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Business Area	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Personnel Sub Area	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Requisition	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Role	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Requisition Support Member	<input type="text"/>	<input type="checkbox"/>

Deleting Personalized Variables

The example below uses the Time to Hire - Details Report to show how to remove the Personalized Variable for Personnel Area from the Time to Hire - Details Report Variable screen.

To remove the Personalized Variable for Personnel Area:

1. Click the Show Variable Personalization button to display personalized variables.
2. Select the personalized variable you want to remove.
3. Click on the "Remove selected variables from personalize variables list".

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Requisition Created Date		
Position		
Business Area		
Personnel Sub Area		
Requisition		
Role		

▼ ▼ ▲ ▲

Personalized Variables		
Variable	Current Selection	Description
Personnel Area	1110	1110 Dept of Personnel

☐ Show Personalized Variables

OK Check

Remove selected variables from personalized variables list

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
Position		
Business Area		
Personnel Area	1110	1110 Dept of Personnel
Personnel Sub Area		
Requisition		

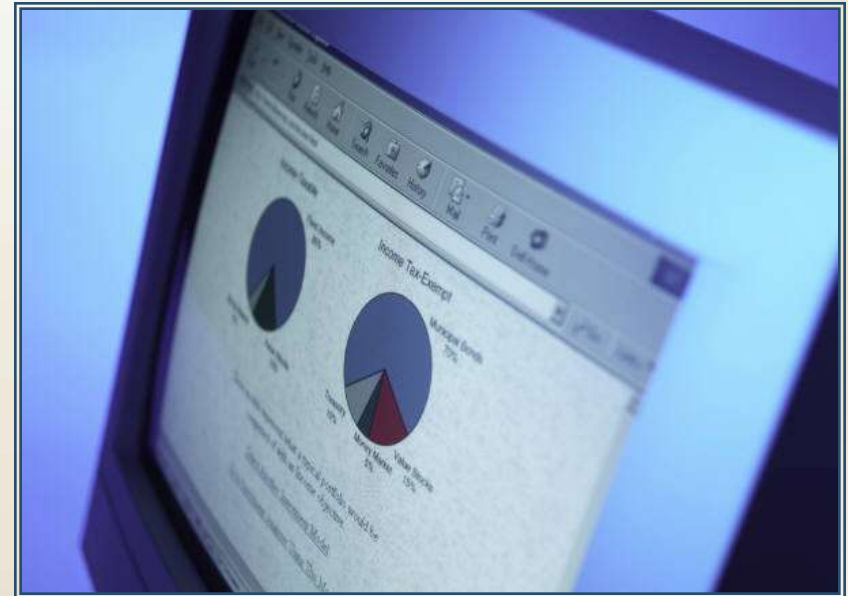
Result: The Personnel Area variable will appear.

Defining BI E-Recruiting Report Variables

The Defining BI E-Recruiting Report Variables section provides the basic steps for entering variables for BI E-Recruiting reports. BI E-Recruiting reports require variable entry (selection criteria) prior to running the reports.

Topics covered in this section include:


- Defining Variables: #40 Candidate Quality - Detail
- Defining Variables: #40 Candidate Quality - Sum1-Summary- Questions with Responses
- Defining Variables: #40 Candidate Quality - Sum2 - Uncompleted by Hiring Mgr
- Defining Variables: #40 Candidate Quality - Sum3 - Uncompleted by REQ - All Hiring Mgr
- Defining Variables: #08 Time to Hire - Detail
- Defining Variables: #08 Time To Hire - Summary



Defining Variables: #40 Candidate Quality-Detail Report

#40 Candidate Quality-Detail Report

To define the #40
Candidate Quality-Detail
Report variables:

1. Enter a value for selected report variables or  the matchcode button to access the matchcode list to select the variables.
***Fields with an asterisk are required.**
2. Click the OK button.

Result: The #40 Candidate Quality-Detail Report results are displayed.

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
HR Recd Req Start Hire (GMAP)		
Work Type (Permanent)	1	1 Permanent
Job		
Alternate Job		
Position		
Agency		
Sub Agency		
Business Area		
Personnel Area		
Personnel Sub Area		
Requisition		
Role		
Requisition Support Member		

OK **Check**

Select Values for Job (25_JOB_SELDT 0013)

Show tool: Single values Show view: All

Maximum: 1000 Refresh

Job Key	Job Medium Text
5000331	FORMS/REC AN 2
5000333	FORMS/REC AN 3
5000345	FORMS AND RECORDS ANALYST SUPERVISOR
5000356	OFFICE MANAGER
5000357	MANAGER, OFFICE SERVICES 1
5000364	WAREHOUSE OP 1
5000365	WAREHOUSE OPER 2
5000367	WAREHOUSE OPER 3
5000369	WAREHOUSE OPER 4
5000392	5000392
5000428	RETIREMENT SERVICES ANALYST 2
5000431	LICENSING COMPLIANCE AUDITOR 2



Enter a value for Job:

Sample Matchcode list for Job

OK Cancel

#40 Candidate Quality-Sum1-Questions with Responses Report



To define the #40 Candidate Quality-Sum1-Questions with Responses Report variables:

1. Enter a value for selected report variables or use the matchcode  button to access the  matchcode list to select the variables.
*Fields with an asterisk are required.
2. Click the OK button.

Result: The #40 Candidate Quality-Sum1-Questions with Responses Report results are displayed.

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
HR Recd Req Start Hire (GMAP)		
Work Type (Permanent)	1	1 Permanent
Job		
Alternate Job		
Position		
Agency		
Sub Agency		
Business Area		
Personnel Area		
Personnel Sub Area		
Requisition		
Role		
Requisition Support Member		

Select Values for Job (25_JOB_SELECT 0013)

Show tool: Single values Show view: All

Maximum: 1000 Refresh

Job Key	Job Medium Text
5000331	FORMS/REC AN 2
5000333	FORMS/REC AN 3
5000345	FORMS AND RECORDS ANALYST SUPERVISOR
5000356	OFFICE MANAGER
5000357	MANAGER, OFFICE SERVICES 1
5000364	WAREHOUSE OP 1
5000365	WAREHOUSE OPER 2
5000367	WAREHOUSE OPER 3
5000369	WAREHOUSE OPER 4
5000382	5000382
5000428	RETIREMENT SERVICES ANALYST 2
5000431	LICENSING COMPLIANCE AUDITOR 2



Enter a value for Job:

Sample Matchcode list for Job

OK Cancel



#40 Candidate Quality-Sum2-Uncompleted by Hiring Mgr Report

To define the #40
Candidate Quality-Sum2-
Uncompleted by Hiring Mgr
Report variables:

1. Enter a value for selected rep  variables or use the matchcode button to access the matchcode list to select the variables.
 *Fields with an asterisk are required.
2. Click the OK button.

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
HR Recd Req Start Hire (GMAP)		
Work Type (Permanent)	1	1 Permanent
Job		
Alternate Job		
Position		
Agency		
Sub Agency		
Business Area		
Personnel Area		
Personnel Sub Area		
Requisition		
Role		
Requisition Support Member		

Select Values for Job (25_JOB_SELECT 0013)

Show tool: Single values Show view: All

Maximum: 1000 Refresh

Job Key	Job Medium Text
5000331	FORMS/REC AN 2
5000333	FORMS/REC AN 3
5000345	FORMS AND RECORDS ANALYST SUPERVISOR
5000356	OFFICE MANAGER
5000357	MANAGER, OFFICE SERVICES 1
5000364	WAREHOUSE OP 1
5000365	WAREHOUSE OPER 2
5000367	WAREHOUSE OPER 3
5000369	WAREHOUSE OPER 4
5000392	5000392
5000428	RETIREMENT SERVICES ANALYST 2
5000431	LICENSING COMPLIANCE AUDITOR 2

Enter a value for Job:



Sample Matchcode list for Job

OK Cancel

Result: The #40 Candidate Quality-Sum2- Uncompleted by Hiring Mgr Report results are displayed.

#40 Candidate Quality-Sum2-Uncompleted by REQ-All Hiring Mgr Report

To define the #40
Candidate Quality-Sum2-
Uncompleted by REQ-All
Hiring Mgr Report variables:

1. Enter a value for
selected report
variables or use the
matchcode 
button to access the
matchcode list to
select the variables.
 *Fields with an
asterisk are
required.
2. Click the OK
button.

Result: The #40 Candidate Quality-Sum2- Uncompleted by-
REQ-All Hiring Mgr Report results are displayed.

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
HR Recd Req Start Hire (GMAP)		
Work Type (Permanent)	1	1 Permanent
Job		
Alternate Job		
Position		
Agency		
Sub Agency		
Business Area		
Personnel Area		
Personnel Sub Area		
Requisition		
Role		
Requisition Support Member		

OK Check

Select Values for Job (25_JOB_SELDT 0013)

Show tool: Single values Show view: All

Maximum: 1000 Refresh

Job Key	Job Medium Text
5000331	FORMS/REC AN 2
5000333	FORMS/REC AN 3
5000345	FORMS AND RECORDS ANALYST SUPERVISOR
5000356	OFFICE MANAGER
5000357	MANAGER, OFFICE SERVICES 1
5000364	WAREHOUSE OP 1
5000365	WAREHOUSE OPER 2
5000367	WAREHOUSE OPER 3
5000369	WAREHOUSE OPER 4
5000382	5000382
5000428	RETIREMENT SERVICES ANALYST 2
5000431	LICENSING COMPLIANCE AUDITOR 2


Enter a value for Job:

Sample Matchcode list for Job

OK Cancel

#08 Time to Hire - Detail

To define the #08 Time to Hire - Detail variables:

1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.
**Fields with an asterisk are required.*
2. Click the OK button.

Result: The #08 Time to Hire - Detail Report results are displayed.

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
HR Recd Req Start Hire (GMAP)		
Work Type (Permanent)	1	1 Permanent
Job		
Alternate Job		
Position		
Agency		
Sub Agency		
Business Area		
Personnel Area		
Personnel Sub Area		
Requisition		
Role		
Requisition Support Member		

OK Check

Select Values for Job (Z5_JOB_SELECT 0013)

Show tool: Single values Show view: All

Maximum: 1000 Refresh

Job Key	Job Medium Text
5000331	FORMS/REC AN 2
5000333	FORMS/REC AN 3
5000345	FORMS AND RECORDS ANALYST SUPERVISOR
5000356	OFFICE MANAGER
5000357	MANAGER, OFFICE SERVICES 1
5000364	WAREHOUSE OP 1
5000365	WAREHOUSE OPER 2
5000367	WAREHOUSE OPER 3
5000369	WAREHOUSE OPER 4
5000392	5000392
5000428	RETIREMENT SERVICES ANALYST 2
5000431	LICENSING COMPLIANCE AUDITOR 2


Enter a value for Job:

Sample Matchcode list for Job

OK Cancel

#08 Time to Hire - Summary

To define the #08 Time to Hire - Summary variables:

1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.
**Fields with an asterisk are required.*
2. Click the OK button.

Result: The #08 Time to Hire - Summary Report results are displayed.

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Requisition Created Date		
Job Offer Accepted (GMAP)		
HR Recd Req Start Hire (GMAP)		
Work Type (Permanent)	1	1 Permanent
Job		
Alternate Job		
Position		
Agency		
Sub Agency		
Business Area		
Personnel Area		
Personnel Sub Area		
Requisition		
Role		
Requisition Support Member		

OK Check

Select Values for Job (Z5_JOB_SELECT 0013)

Show tool: Single values Show view: All

Maximum: 1000 Refresh

Job Key	Job Medium Text
5000331	FORMS/REC AN 2
5000333	FORMS/REC AN 3
5000345	FORMS AND RECORDS ANALYST SUPERVISOR
5000356	OFFICE MANAGER
5000357	MANAGER, OFFICE SERVICES 1
5000364	WAREHOUSE OP 1
5000365	WAREHOUSE OPER 2
5000367	WAREHOUSE OPER 3
5000369	WAREHOUSE OPER 4
5000382	5000382
5000428	RETIREMENT SERVICES ANALYST 2
5000431	LICENSING COMPLIANCE AUDITOR 2

Enter a value for Job:

Sample Matchcode list for Job

OK Cancel

User-Defined Settings for BI E-Recruiting Reports

The User-Defined Settings for BI E-Recruiting Reports section provides an overview of options available to users once they have run a BI E-Recruiting report from the HRMS Portal.

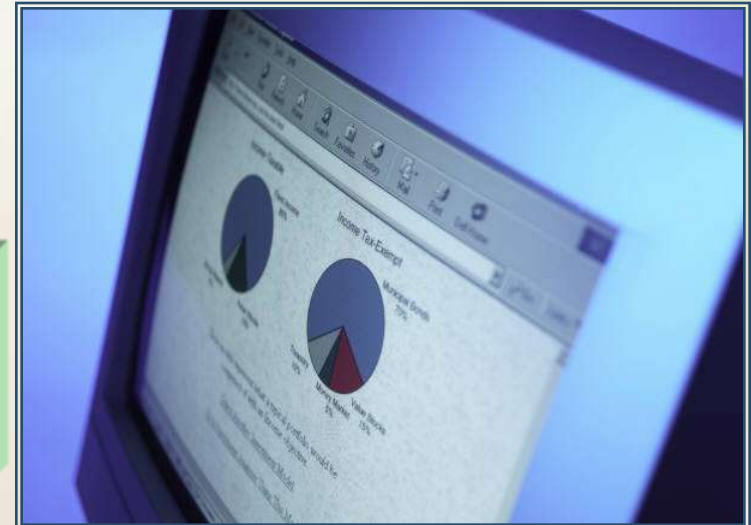
User-Defined Settings allow the user to add or remove Rows or Columns, set Filters, and Sort. These User-Defined Settings can then be saved as a Bookmark in the user's Favorites folder from their web browser. When the Bookmark is run from the Web Browser, the report results will be displayed with all user-defined settings.

Topics covered in this section include:

- Remove Drilldown
- Drilldown in the Rows/Columns
- Free Characteristics
- Keep Filter Value
- Select Filter Value
- Sorting
- Bookmark (saving User-Defined settings)



BI E-Recruiting reports are large and contain many rows and columns. These reports were designed to provide users with flexible reporting options. Users have the ability to add/remove rows or columns, filter report results, sort report results and save their user-defined settings as Bookmarks for future use.




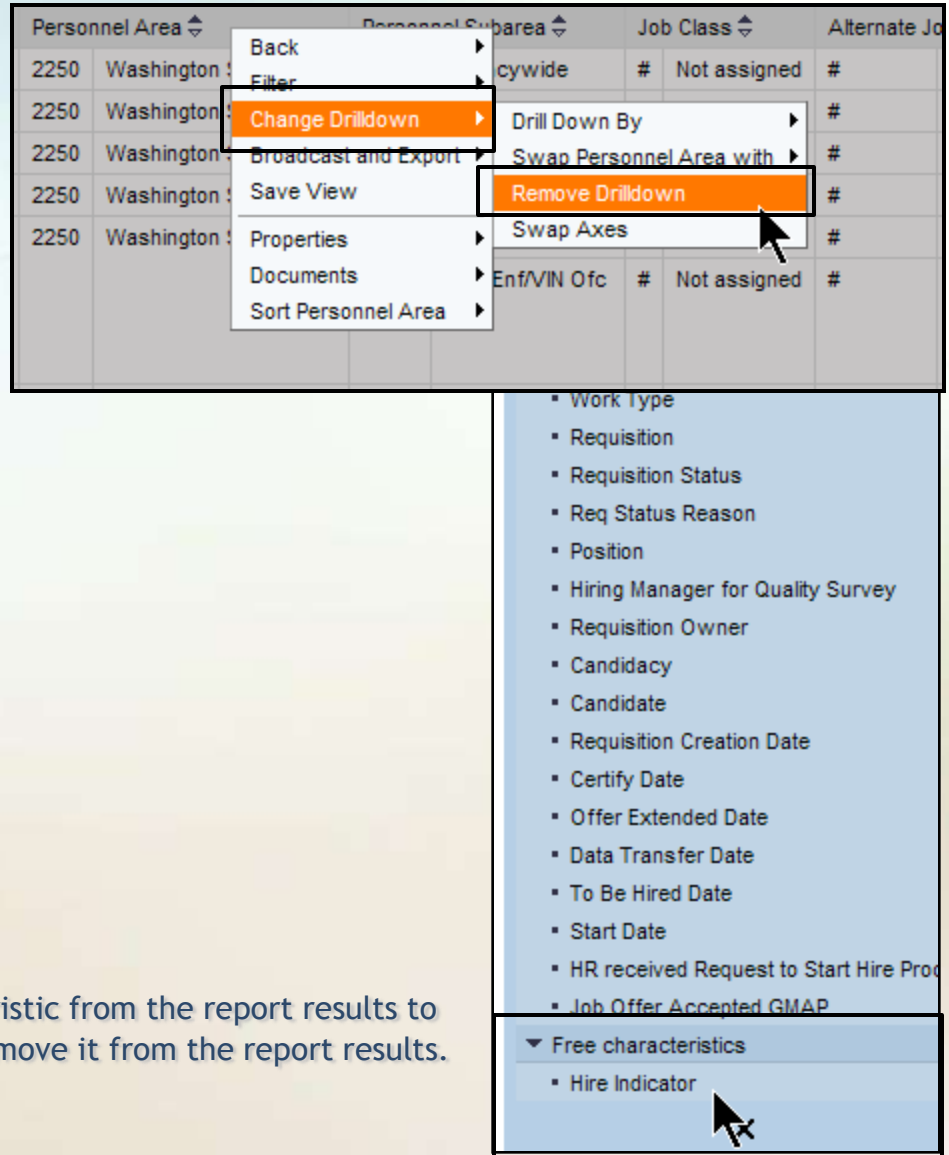
BI E-Recruiting reports were designed to provide the user with flexible reporting options. Initial report results can be large and contain many rows and columns. By using the Remove Drilldown option, users have the ability to remove Characteristics from the rows or columns of the report results.

The example uses the #08 Time to Hire - Detail Report to show how to remove the Personnel Area Characteristic from the report results.

To remove the Personnel Area from the Report Results:

1. Right click on the Personnel Area characteristic.
2. Select “Change Drilldown → Remove Drilldown.

 You can also Drag&Drop the characteristic from the report results to the Free Characteristics section to remove it from the report results.



The screenshot shows a report table with columns: Personnel Area, Personnel Subarea, Job Class, and Alternate Job. The 'Personnel Area' column contains the value 'Washington'. A right-click context menu is open over the 'Personnel Area' column header, showing options: Back, Filter, Change Drilldown, Broadcast and Export, Save View, Properties, Documents, and Sort Personnel Area. The 'Change Drilldown' option is selected, opening a sub-menu with options: Drill Down By, Swap Personnel Area with, Remove Drilldown, and Swap Axes. The 'Remove Drilldown' option is highlighted with a mouse cursor.

Below the table, a list of characteristics is displayed, including: Work Type, Requisition, Requisition Status, Req Status Reason, Position, Hiring Manager for Quality Survey, Requisition Owner, Candidacy, Candidate, Requisition Creation Date, Certify Date, Offer Extended Date, Data Transfer Date, To Be Hired Date, Start Date, HR received Request to Start Hire Prod, and Job Offer Accepted GMAP. A section titled 'Free characteristics' is also visible, containing the 'Hire Indicator' characteristic, which is being dragged by a mouse cursor.

Continued...

Result: The Personnel Area Characteristic has been removed from the report results.

Business area ▾		Personnel Area ▾		Personnel Subarea ▾	
2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide

Report Results Before Personnel Area drilldown is removed

Business area ▾		Personnel Subarea ▾	
2250	Washington State Patrol	2250/00JN	Agencywide
2250	Washington State Patrol	2250/00JN	Agencywide
2250	Washington State Patrol	2250/00JN	Agencywide
2250	Washington State Patrol	2250/00JN	Agencywide
2250	Washington State Patrol	2250/00JN	Agencywide
		2250/00SG	CVE Enf/VIN Ofc

Report Results After Personnel Area Drilldown is removed



If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

Drilldown in the Rows/Columns

BI E-Recruiting reports were designed to provide the user with flexible reporting options. The Drilldown option of the report results allow the user to add Characteristics to the report results.

The example below uses the #08 Time to Hire - Detail Report to show how to use Drilldown in the Rows.

To drilldown in the Rows of the report results:

1. From the report results, click a characteristic in the Navigation block.
2. From the Context Menu, select “Change Drilldown” → “Drilldown By” → “Vertical”

Location of the Navigation Block

- ▼ Columns
 - Key Figures
- ▼ Rows
 - Agency
 - Sub-Agency
 - Business area
 - Personnel Subarea
 - Job Class
 - Alternate Job Class
 - Work Type
 - Requisition
 - Requisition Status
 - Req Status Reason
 - Position
 - Hiring Manager for Quality Survey
 - Requisition Owner
 - Candidacy
 - Candidate

The screenshot shows a report interface with a list of characteristics on the left: Hire Indicator and Personnel Area. A context menu is open for the Personnel Area characteristic. The menu options are: Back, Filter, Change Drilldown (highlighted in orange), Broadcast and Export, Save View, Properties, Documents, and Sort Personnel Area. The Change Drilldown option has opened a sub-menu with the following options: Drill Down By (highlighted in orange), Swap Personnel Area with, Remove Drilldown, and Swap Axes. The Drill Down By sub-menu has opened another sub-menu with two options: Horizontal and Vertical (highlighted in a black box).

Continued...

Drilldown in the Rows/Columns, Cont...

Result: The Personnel Area Characteristic is added to the rows of the report results.

Sub-Agency ↕		Business area ↕		Personnel Subarea ↕	
103595	Field Operations Bureau	2250	Washington State Patrol	225000JN	Agencywide
103600	Tacoma Headquarters	2250	Washington State Patrol	225000JN	Agencywide
103604	Vancouver Headquarters	2250	Washington State Patrol	225000JN	Agencywide
103608	Bremerton Headquarters	2250	Washington State Patrol	225000JN	Agencywide
103609	Commercial Vehicle Division	2250	Washington State Patrol	225000JN	Agencywide
				225000SG	CVE Enf/VIN Ofc

Report Results Before Drilldown in Rows for Personnel Area

Sub-Agency ↕		Business area ↕		Personnel Area ↕		Personnel Subarea ↕	
103595	Field Operations Bureau	2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
103600	Tacoma Headquarters	2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
103604	Vancouver Headquarters	2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
103608	Bremerton Headquarters	2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
103609	Commercial Vehicle Division	2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
						00SG	CVE Enf/VIN Ofc

Report Results After Drilldown in Rows for Personnel Area

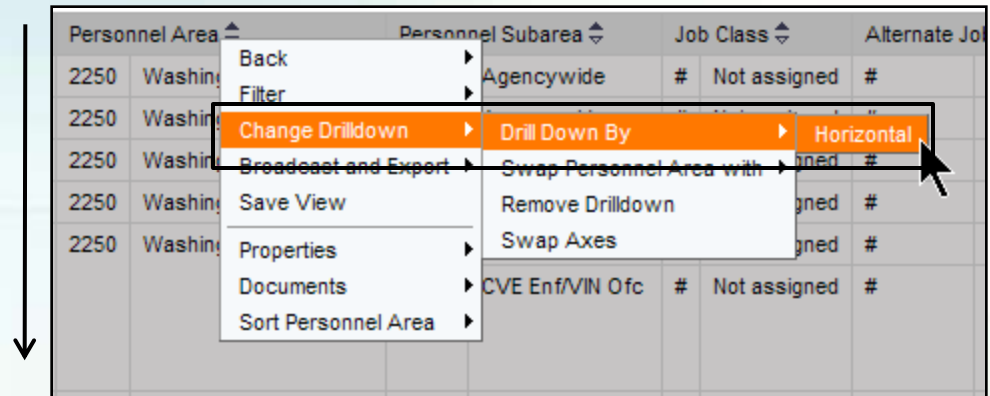
Continued...

Drilldown in the Rows/Columns, Cont...

The example below uses the #08 Time to Hire - Detail Report to show how to use Drilldown in the Columns.

To drilldown in the Columns of the report results:

1. From the report results, right click the Characteristic to be added to the report results.
2. Click the “Change Drilldown” → “Drill Down By” → “Horizontal” for Personnel Area to add the Characteristic to the Columns of the report results.



	Candidacy Count	Avg Time To Certify (Days)(a)	Avg Time to Extend Offer (Days)(b)	Avg Time for Data Trans For Hired Person (Days)(c)	Avg Time To Start
Personnel Area	2250	2250	2250	2250	2250
	Washington State Patrol	Washington State Patrol	Washington State Patrol	Washington State Patrol	Washington State

Result: The Personnel Area Characteristic has been added to the columns of the report results.

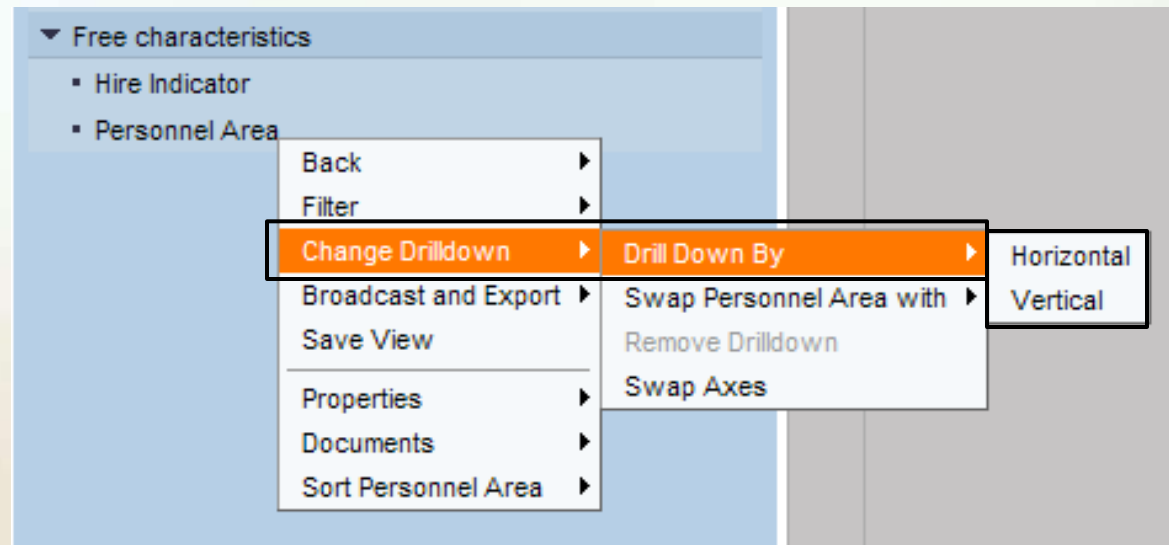
i If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

BI E-Recruiting reports were designed to provide the user with flexible reporting options. Free Characteristics are optional Characteristics that are not displayed in the report results when it is initially run. Users have the option of adding Free Characteristics to the report results at run time.

The example below uses the #08 Time to Hire - Detail Report to show how to add Free Characteristics to the report results.

To add a Free Characteristic to report results:

1. From the report results, right click the characteristic in the Free Characteristics that you want to add to the results.
2. Select “Change Drilldown” → “Drill Down By” → “Vertical” to add the characteristics to the Rows
3. Select “Change Drilldown” → “Drill Down By” → “Horizontal” to add the characteristic to the Columns.



Continued...

Drilldown in the Rows/Columns, Cont...

Result: The Personnel Area Characteristic is added to the rows of the report results.

Business area ▾		Personnel Subarea ▾		Job Class ▾	
2250	Washington State Patrol	2250/00JN	Agencywide	#	Not assigned
2250	Washington State Patrol	2250/00JN	Agencywide	#	Not assigned
2250	Washington State Patrol	2250/00JN	Agencywide	#	Not assigned
2250	Washington State Patrol	2250/00JN	Agencywide	#	Not assigned
2250	Washington State Patrol	2250/00JN	Agencywide	#	Not assigned
		2250/00SG	CVE Enf/VIN Ofc	#	Not assigned
2250	Washington State Patrol	2250/00JO	Crime Labs	#	Not assigned
2250	Washington State Patrol	2250/00JO	Crime Labs	#	Not assigned

Report Results Before Drilldown in Rows for Personnel Area

Business area ▾		Personnel Area ▾		Personnel Subarea ▾	
2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
2250	Washington State Patrol	2250	Washington State Patrol	00JN	Agencywide
				00SG	CVE Enf/VIN Ofc

Report Results After Drilldown in Rows for Personnel Area

Continued...

BI E-Recruiting reports were designed to provide the user with flexible reporting options. The Keep Filter Value context menu item allows the user to view report results for a specific value. For example, the user may want to view report results for a specific Master Agreement only.

The example below uses the #08 Time to Hire - Detail Report to show how to use the Keep Filter Value option to filter report results to include only those records where the Personnel Subarea is “Agencywide”.

To use Keep Filter Value:

1. From the report results, click the “Personnel Subarea” value in the Master Agreement column to open the Context Menu.
2. Select Keep Filter Value.

Personnel Subarea	Job Class	Alternate Job Class	Work Type	Requis
00JN Agencywide	# Not assigned	# Not assigned	Permanent	4573
00JN Agencywide	# Not assigned	# Not assigned	Permanent	5223
00JN Agencywide	# Not assigned	# Not assigned	Permanent	1386
00JN Agencywide	# Not assigned	# Not assigned	Permanent	5107
00JN Agencywide	# Not assigned	# Not assigned	Permanent	6007
00SG CVE Enf/VIN C	# Not assigned	# Not assigned	Permanent	3110
				4269
				8491
00JO Crime Labs	# Not assigned	# Not assigned	Permanent	7692
00JO Crime Labs	# Not assigned	# Not assigned	Permanent	1812
			Permanent	1556

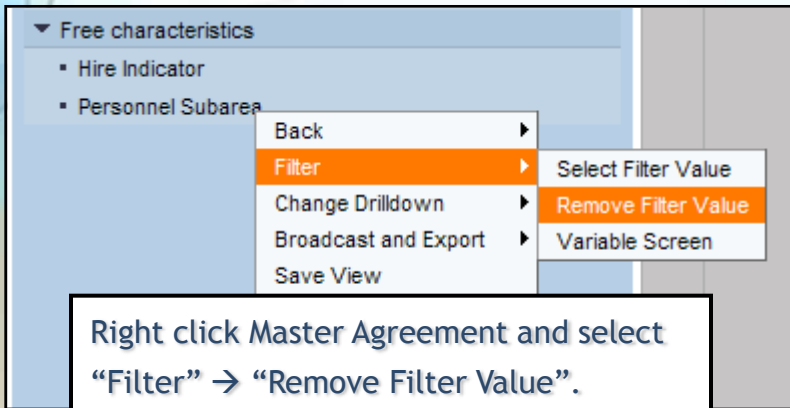
Business area	Personnel Area	Job Class
2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned

Data displayed for Filter Value Selected only.

Continued...

Keep Filter Value, Cont...

To remove the “Filter Value”:



The screenshot shows a right-click context menu for the 'Personnel Subarea' filter. The menu options are: Back, Filter (highlighted), Change Drilldown, Broadcast and Export, and Save View. A secondary menu is open for the 'Filter' option, showing: Select Filter Value, Remove Filter Value (highlighted), and Variable Screen.

Right click Master Agreement and select “Filter” → “Remove Filter Value”.

Report shows values for all Personnel Subarea data, but the Personnel Subarea column is not in the report results.

Sub-Agency ↕		Business area ↕		Personnel Area ↕		Job
103595	Field Operations Bureau	2250	Washington State Patrol	2250	Washington State Patrol	#
103600	Tacoma Headquarters	2250	Washington State Patrol	2250	Washington State Patrol	#
103604	Vancouver Headquarters	2250	Washington State Patrol	2250	Washington State Patrol	#
103608	Bremerton Headquarters	2250	Washington State Patrol	2250	Washington State Patrol	#
103609	Commercial Vehicle Division	2250	Washington State Patrol	2250	Washington State Patrol	#

- To return the Master Agreement column to the report results, Drag&Drop the Master Agreement characteristic from the Free Characteristic section to the location you want it to show in your report.

Start Date	Business area	Personnel Area	Job Class
HR received Request	2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
Job Offer Accepted	2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
Free characteristics	2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
Hire Indicator	2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
Personnel Subarea	2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
	2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
	2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned
	2250 Washington State Patrol	2250 Washington State Patrol	# Not assigned

Personnel Area	Personnel Subarea	Job Class
2250 Washington State Patrol	Agencywide 00JN	# Not assigned
2250 Washington State Patrol	Agencywide 00JN	# Not assigned
2250 Washington State Patrol	Agencywide 00JN	# Not assigned
2250 Washington State Patrol	Agencywide 00JN	# Not assigned
2250 Washington State Patrol	Agencywide 00JN	# Not assigned
2250 Washington State Patrol	Agencywide 00JN	# Not assigned
2250 Washington State Patrol	Agencywide 00JN	# Not assigned

Select Filter Value

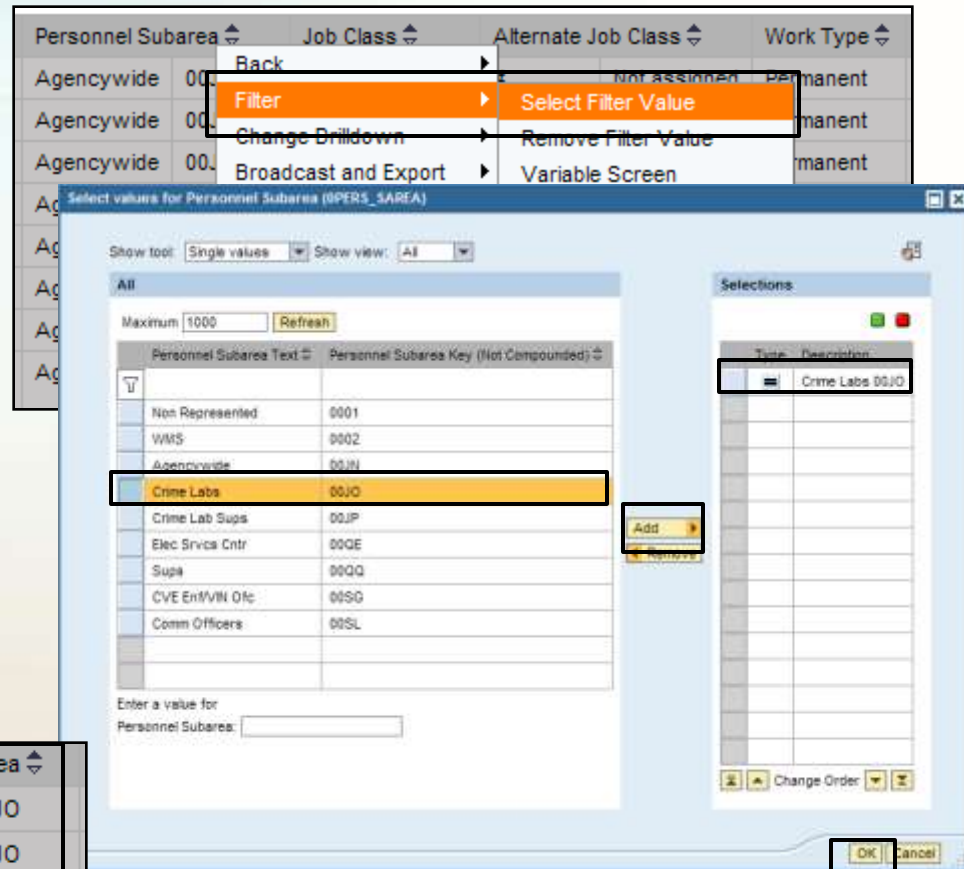
BI E-Recruiting reports were designed to provide the user with flexible reporting options. The Select Filter Value context menu item allows the user to select a filter value from a list of filter options.

The example below uses the #08 Time to Hire-Detail Report to show how to use Select Filter Value to filter on a specific Personnel Subarea.

To use Select Filter Value:

1. From the report results, click the Personnel Subarea column header.
2. Click Select Filter Value from the Context Menu.
3. From the Select Value screen, check Crime Labs
4. Click Add and OK.

Result: Report results for Personnel Subarea Crime Labs only are displayed.



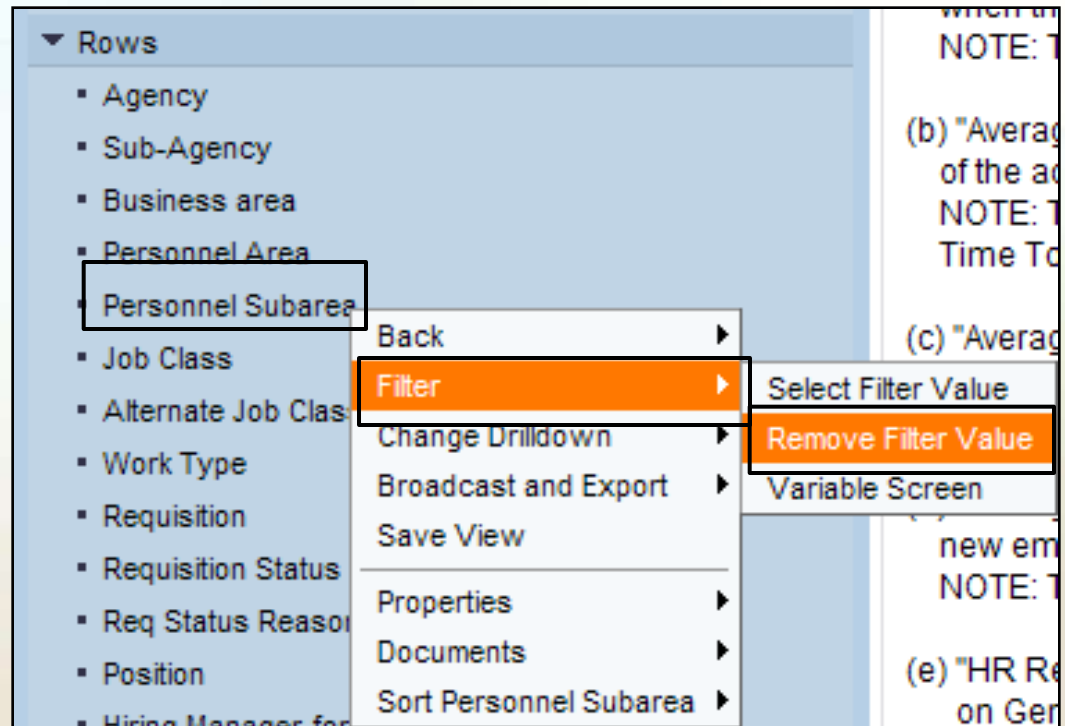
Business area		Personnel Area		Personnel Subarea	
2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO
2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO
2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO
2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO

Continued...

The Select Filter Value option can also be set through the Navigation Block. The example below uses the #08 Time to Hire-Details Report to show how to use the Select Filter Value from the Navigation Block.

To set or remove a filter from the report results:

1. From the report results, click the characteristic that you want to remove the filter from.
2. Select “Filter” → “Remove Filter Value”.



Continued...

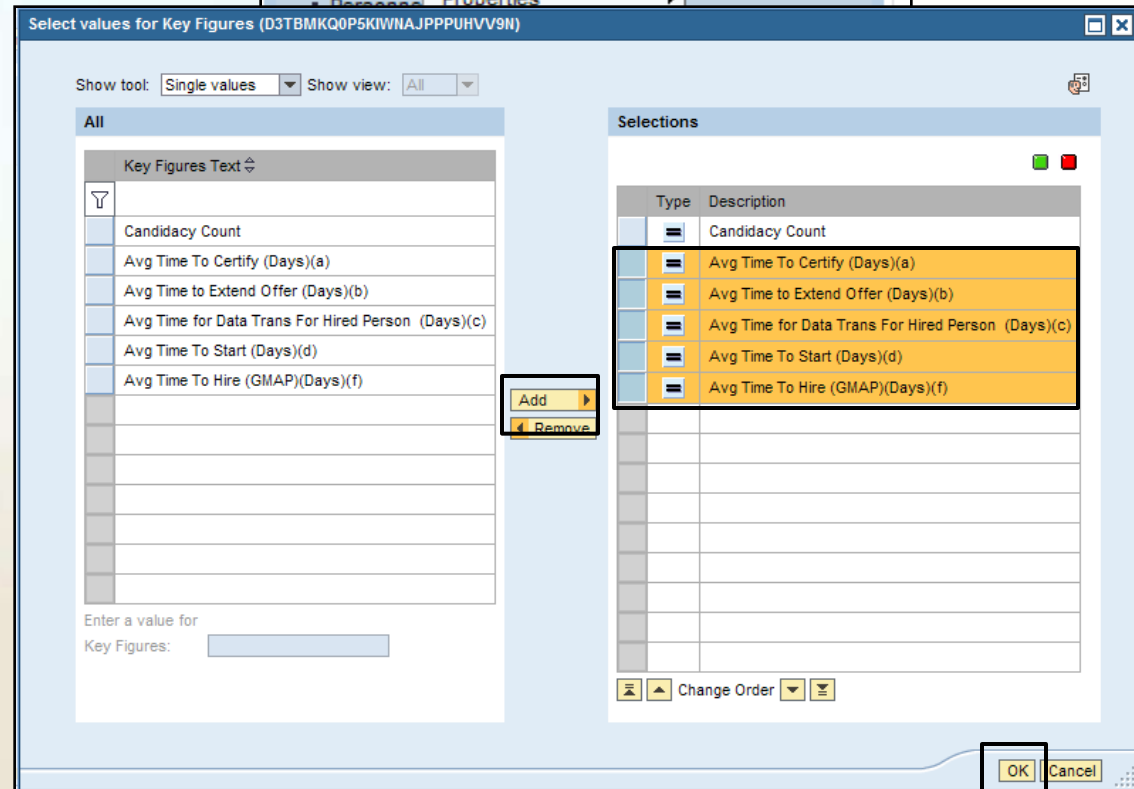
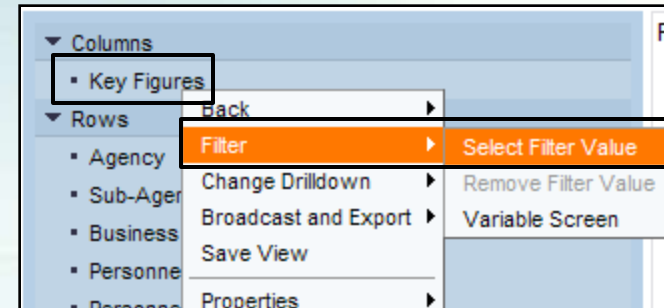
Business area ↕		Personnel Area ↕		Personnel Subarea ↕		Job Class ↕		Alternate Job Class ↕		Work Type ↕
2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN	#	Not assigned	#	Not assigned	Permanent
				CVE Enf/VIN Ofc	00SG	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO	#	Not assigned	#	Not assigned	Permanent
				Crime Lab Sups	00JP	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	WMS	0002	#	Not assigned	#	Not assigned	Permanent
2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN	#	Not assigned	#	Not assigned	Permanent

Result: Report results for all Master Agreements are displayed.

Continued...

The Select Filter Value option can also be used to add or remove Key Figures from the report results.

The example below uses the #08 Time to Hire-Detail report to show how to use the Select Filter Value option to remove selected Key Figures from the report results.



To remove a Key Figure:

1. From the report results, click on the Key Figure heading in the Navigation Block or any Key Figure heading in the report results.
2. Click the “Filter” → “Select Filter Value”
3. Select the Key Figures that you **DO NOT** what displayed in your results and click Remove and OK.

Continued...

Requisition Creation Date ↕	Certify Date ↕	Offer Extended Date ↕	Data Transfer Date ↕	To Be Hired Date ↕	Start Date ↕	Candidacy Count ↕
06/06/2007	#	#	07/02/2007	07/02/2007	07/16/2007	1
07/03/2007	#	#	08/13/2007	#	08/01/2007	1
01/08/2007	#	#	03/01/2007	03/01/2007	#	1
06/26/2007	09/06/2007	#	09/06/2007	#	#	1
08/06/2007	#	#	09/13/2007	09/13/2007	10/01/2007	1
03/29/2007	#	#	03/29/2007	03/29/2007	04/02/2007	1
05/21/2007	07/02/2007	#	07/02/2007	07/02/2007	#	1
12/07/2007	12/10/2007	#	12/10/2007	#	#	1
10/26/2007	#	#	10/26/2007	#	#	1
01/31/2007	07/05/2007	#	10/26/2007	#	#	1
01/18/2007	01/25/2007	#	01/25/2007	#	#	1
01/30/2007	#	#	02/21/2007	02/21/2007	#	1
08/21/2007	10/18/2007	#	10/18/2007	10/18/2007	#	1
04/26/2007	08/29/2007	#	08/29/2007	08/29/2007	#	1
08/14/2007	10/10/2007	#	10/10/2007	10/10/2007	#	1
05/29/2007	09/10/2007	#	09/10/2007	09/10/2007	10/01/2007	1

Result: Selected Key Figures only are displayed in the report results.



If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

BI E-Recruiting reports were designed to provide the user with flexible reporting options. BI E-Recruiting Reports allow the user to Sort data using the Context Menu.

The example below uses the #08 Time to Hire-Detail Report to show how to sort the Sub-Agency by Text rather than Key.

To Sort the report results by Sub-Agency:

1. In the report results, click on any item in the Sub-Agency results to open the Context Menu.
2. Select Sort Sub-Agency → Descending by Text

Results are sorted by the Sub-Agency in descending order

Sub-Agency ↕		Business area ↕		Personnel Area ↕		Personnel Subarea ↕	
103595	Filter	2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN
103600	Filter	2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN
103604	Change Drilldown	2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN
103608	Broadcast and Export	2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN
103609	Save View	2250	Washington State Patrol	2250	Washington State Patrol	Agencywide	00JN
	Properties						
	Documents						
	Sort Sub-Agency						
103614	Vancouver Crime Laboratory	2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO
103962	Seattle Crime Laboratory	2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO
103963	Spokane Crime Laboratory	2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO
103969	Toxicology Laboratory Division	2250	Washington State Patrol	2250	Washington State Patrol	Crime Labs	00JO

Sub-Agency ↕		Business area ↕	
103987	Yakima Communications	2250	Washington State Patrol
103604	Vancouver Headquarters	2250	Washington State Patrol
103614	Vancouver Crime Laboratory	2250	Washington State Patrol
103969	Toxicology Laboratory Division	2250	Washington State Patrol
103600	Tacoma Headquarters	2250	Washington State Patrol
103985	Tacoma Communications	2250	Washington State Patrol
103963	Spokane Crime Laboratory	2250	Washington State Patrol
103962	Seattle Crime Laboratory	2250	Washington State Patrol
103983	Property Management Division	2250	Washington State Patrol
103990	Marysville Communications	2250	Washington State Patrol
151580	Investigative Assistance Division	2250	Washington State Patrol
103982	Information Technology Division	2250	Washington State Patrol

Continued...

The Bookmark context menu item allows the user to save their user-defined report result settings once they have added/removed rows or columns, applied filters, sorted columns or defined any other settings. Bookmarked report results retain the variable values used to run the report.

In the example below, the #08 Time to Hire-Detail Report was run with user-defined settings.

To create a Bookmark to save report result settings for future use:

1. From the report results, click on any item in the table to open the Context Menu.
2. Select “Broadcast and Export” → “Bookmark”.
3. A Bookmark link is established and the “Add Favorites” box is displayed. Click OK.

The screenshot shows the #08 Time to Hire-Detail report. A context menu is open over the report table, with the 'Broadcast and Export' option selected, which has opened a sub-menu where the 'Bookmark' option is highlighted. Below the report, the 'Add Favorite' dialog box is displayed. The dialog box contains a star icon, a text area for the name 'BEx Web - #08 Time to Hire-Detail', and buttons for 'OK', 'Cancel', and 'Create in >>'. The 'OK' button is highlighted with a red box.

Sub-Agency	Business area
103987	2250 Washington State Patrol
103604	2250 Washington State Patrol
103614	2250 Washington State Patrol
103969	2250 Washington State Patrol
103600	2250 Washington State Patrol
103985	2250 Washington State Patrol
103963	2250 Washington State Patrol

#08 Time to Hire-Detail

Display As: Table

Columns:

- Key Figures

Rows:

- Sub-Agency
- Business area
- Personnel Area
- Personnel Subarea

Add Favorite

Internet Explorer will add this page to your Favorites list.

☐ Make available offline

Name: BEx Web - #08 Time to Hire-Detail

Buttons: OK, Cancel, Create in >>

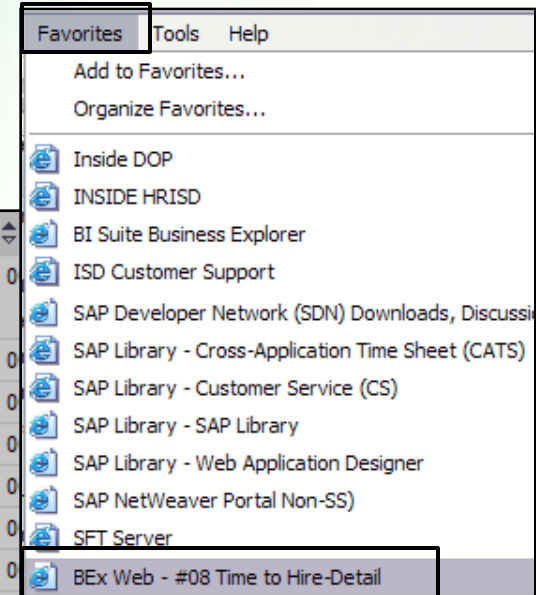
(b) "Average Time To Extend Offer" equals the
of the activity Extend Offer OR Extend Offer Ve
NOTE: The divisor in the calculation to comp
Time To Extend Offer > 0.

Continued...

To run the User-Defined #08 Time to Hire-Detail bookmarked report:

1. Select the Bookmarked report from the Favorites folder.

Sub-Agency	Business area	Personnel Area	Personnel Subarea
103987 Yakima Communications	2250 Washington State Patrol	2250 Washington State Patrol	Comm Officers
103604 Vancouver Headquarters	2250 Washington State Patrol	2250 Washington State Patrol	Agencywide
103614 Vancouver Crime Laboratory	2250 Washington State Patrol	2250 Washington State Patrol	Crime Labs
103969 Toxicology Laboratory Division	2250 Washington State Patrol	2250 Washington State Patrol	Crime Labs
			Crime Lab Sups
103600 Tacoma Headquarters	2250 Washington State Patrol	2250 Washington State Patrol	Agencywide
103985 Tacoma Communications	2250 Washington State Patrol	2250 Washington State Patrol	Comm Officers
103963 Spokane Crime Laboratory	2250 Washington State Patrol	2250 Washington State Patrol	Crime Labs



Result: The User-Defined Bookmarked report results are run in the Web Browser with the user's defined settings.

To change the variables of your Bookmarked report, select the "Filter" option from the far right in the report. Select the "Variable Screen" and enter your new variables and click OK.

Filter	Settings
ion Date	Certify Date
	Offer Extended Date
	#
	#
	#

Personnel Subarea:

Requisition:

Requisition Status:

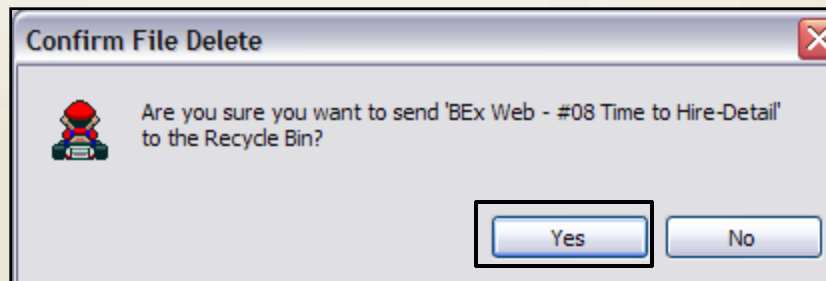
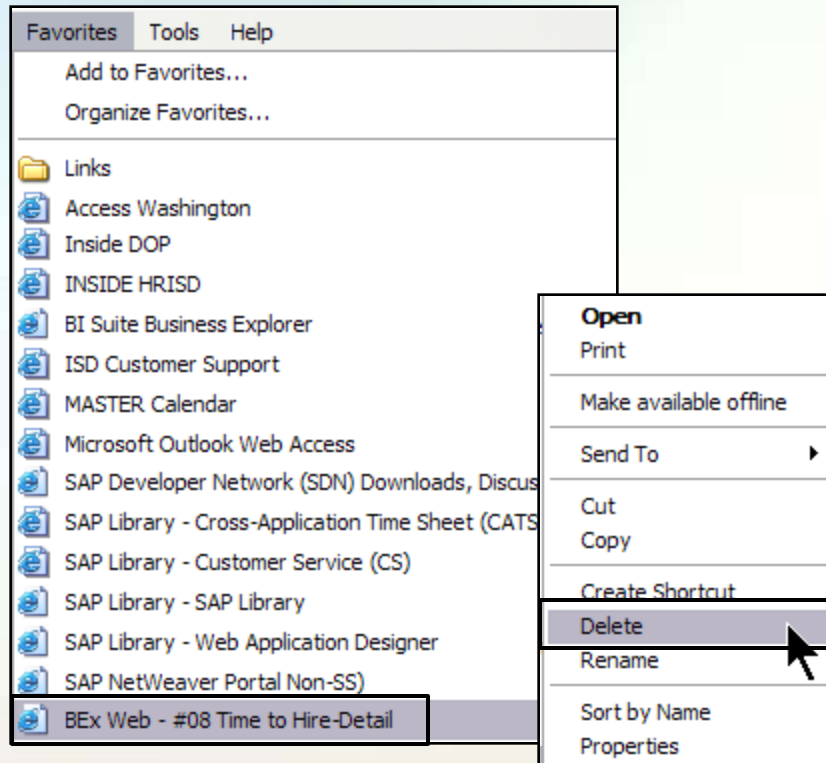
To Be Hired Date:

Close Variable Screen Display All Filter Values

To remove the User-Defined E-Recruiting Details Report from the Favorites folder:

1. From the Web Browser's Favorites list, select the Bookmarked report.
2. Right mouse-click the Bookmark to be removed.
3. Select Delete.
4. A popup asking if you are sure you want to delete the bookmark is displayed - select "Yes".

Result: The User-Defined Bookmarked E-Recruiting Details Report has been removed.

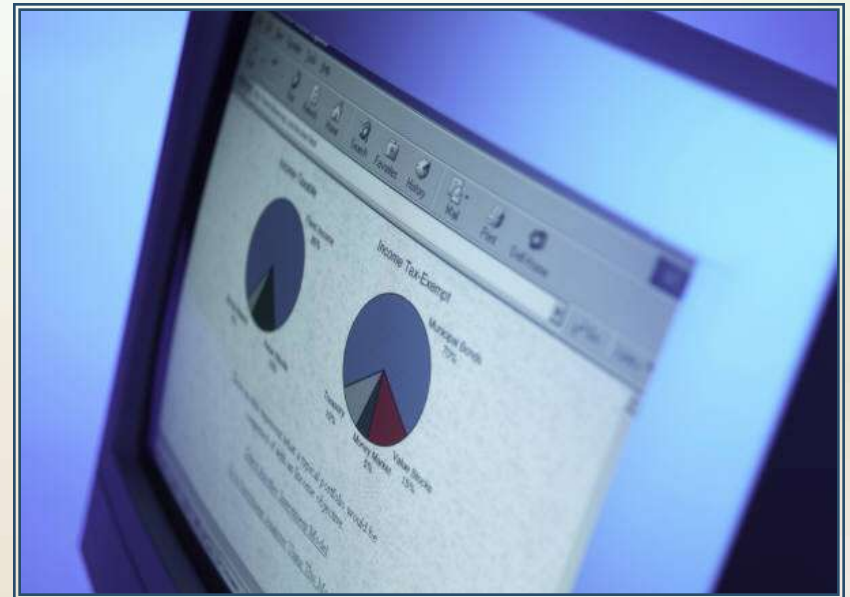


Using the Goto Command

The Using the Goto Command section provides an overview of the Goto command functionality.

Topics covered in this section include:

- Using the Goto Command



Using the Goto Command

BI E-Recruiting reports were designed to provide the user with flexible reporting options. BI E-Recruiting Reports **do not** contain sub reports that are accessible from the main report results. The Goto Command allows the user to access sub reports from the context menu.

The table below contains a list of BI E-Recruiting Reports that provide Goto sub reports.

Report Name	Goto Report
N/A - E-Recruiting reports DO NOT have sub-reports available.	N/A

Continued...